



**Request for City Council Committee Action
From Community Planning and Economic Development Department**

Date: June 18, 2003

To: Community Development Committee

Referral to: none

Subject: Focus Minneapolis Initiative/CPED

Recommendation: Receive and file status report

Previous Directives: Original resolution passed September 13, 2002 included various staff directives and report dates; subsequent directives addressed the development of legislation (November) and community development strategic planning (December).

Prepared or Submitted by: Jeff Schneider, CPED Project Manager, 673-2047

Approved by: Lee Sheehy, Interim Director CPED

Presenters in Committee: Jeff Schneider, CPED Project Manager

Financial Impact (Check those that apply)

- ☒ No financial impact - or - Action is within current department budget.
(If checked, go directly to Background/Supporting Information)
- ☐ Action requires an appropriation increase to the Capital Budget
- ☐ Action requires an appropriation increase to the Operating Budget
- ☐ Action provides increased revenue for appropriation increase
- ☐ Action requires use of contingency or reserves
- ☐ Other financial impact (Explain):
- ☐ Request provided to the Budget Office when provided to the Committee Coordinator

Community Impact

Neighborhood Notification: N/A
City Goals: N/A
Comprehensive Plan: N/A
Zoning Code: N/A
Other: N/A

This is a bi-weekly status report on Focus Minneapolis and CPED.

CPED Ordinance

Staff is continuing to work with the City Attorney's Office to draft the implementing ordinance and related Council actions which will create the new department. Finance and Human Resources are also participating in this discussion. It is anticipated that the ordinance will be ready for Council consideration in July.

NRP/Citizen Engagement

The NRP Policy Board has concluded a series of 5 public meetings to solicit public feedback on the February, 2003 Focus Minneapolis Work Group report and on the proposed NRP ordinance amendments by Council Member Lane. The Policy Board will review the results of these meetings at its June 30th meeting.

A Council Study Session on this topic has been scheduled for the morning of July 18th.

One Stop Shop

Recent accomplishments include:

- The One-Stop Shop reduced cost parking lot was opened on June 1.
- The Workflow Management System IT Project, the essential technology infrastructure for the Development Review Center (DRC)/One Stop Shop, was given number one priority for 2003 BIS technology capital funding by City Department Heads.
- Regulatory Services has laid the groundwork for upcoming integration of DRC services with Public Works and Planning/CPED by meeting with Klara Fabry/Dick Smith from Public Works, and Blake Graham/Neil Anderson/ Steve Poor from Planning/CPED. Meetings with representative staff and managers will continue, with a focus on the DRC/One Stop Project Plan and on detail process interviews.
- The initial draft of the Project Plan was revised to reflect a refined project management approach and it is being reviewed and edited by CPED, Public Works, and Fire representatives.
- Organizational and space planning for the DRC/One Stop Shop is underway with assistance from Public Works, Finance, and Human Resources.

Next Steps include:

- Continue gathering and producing requirements chapters for the Project's Blue Book, a requirements and process reference document for the DRC/One Stop Shop's integrated business processes.
- Complete business process flow for both address changes and re-plats for use in obtaining Council ordinance approval for new land data stewardship processes.
- Complete job profiles for new organizational positions, customer logistics plan, and organizational design necessary to staff the DRC/One-Stop Shop.
- Issue the final draft of the Project Plan when project funding, scope, and schedule are addressed with our partner departments - BIS, CPED, PW, and Fire.

- Convene the Development Workflow Steering Committee to review the final project plan.

CPED Office Moves

As noted earlier, CPED (Lee Sheehy and Jeff Schneider) and the Empowerment Zone staff will be moving to the Crown Roller Mill building on Friday, June 27. Their new telephone numbers will be:

Lee Sheehy:	673-5125
Jeff Schneider:	673-5124
Kim Havey:	673-5016